Microsoft Access 2016 – Advanced

Course Code: ASKAA6

Course Duration: 2 days (16 hours), 9:00am – 5:00pm

Course Fee: $406.60 (Inc. GST) per participant

Course Dates: Refer to http://asktraining.com.sg/calendar

Creating Relational Databases

- Understanding Table Relationships
- Creating Relationships Between Tables
- Enforcing Referential Integrity
- Printing and Deleting Relationships
- Understanding Relationship Types

Working with Queries

- Understanding Different Types of Queries
- Creating a Multiple Table Query
- Creating a Calculated Field
- Working with Expressions and the

Expression Builder

- Using an If Function
- Summarizing Groups of Records
- Display Top or Bottom Values
- Parameter Queries
- Finding Duplicate Records
- Finding Unmatched Records
- Crosstab Queries
- Delete Queries
- Append Queries
- Make-Table Queries
- Update Queries

Working with Forms

- Creating and Using a Form
- Modifying a Form in Layout View
- Form Design View Basics
- Changing Tab Order
- Working with Control Properties
- Control Property Reference
- Working with Form Properties
- Form Property Reference

Changing a Control's Data Source

- Creating a Calculated Control
- Changing a Control's Default Value
- Creating a Subform
- Modifying and Working with Subforms

Working with Reports

- Creating a Report
- Working in Layout View
- Working in Design View
- Grouping and Sorting
- Summarize Data using Totals
- Understanding Report Sections

Working with Macros

- Creating and Running a Macro
- Editing a Macro
- Working with Macro Groups
- Assigning a Macro to an Event
- Creating Conditional Expressions
- Macro Action Reference

Additional Topics

- Importing Information
- Exporting Information
- Linking Information from an External Source
- Displaying Database Object Dependencies
- Setting a Password in Access
- Compacting and Repairing a Database

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